



Election Observer Panel Plan

General Election
November 2, 2010

I. County & System Information

Shasta County Contact: Cathy Darling Allen County Clerk, Registrar of Voters
1-530-225-5166

Vendor & Voting Systems: Sequoia Optical Scan Paper Ballots – Central Count 400C

II. Purpose

The Election Observer Panel is invited to observe all critical procedures of the election process, including Logic and Accuracy testing of high speed paper ballot counters, absentee ballot processing, election officer trainings, Election Day activities, Election Night ballot counting, and canvass procedures.

III. Invite

Between E-60 and E-30, letters of invitation will be sent to the following:

- ◆ County Grand Jury
- ◆ Board of Supervisors, CAO, City Managers, and City Clerks
- ◆ Representatives from all county central committees
- ◆ Other groups or individuals who have expressed an interest in observing the election process

IV. Duties, General Rules of Conduct

Observers may:

- ◆ Observe the proceedings at the polls including the opening and closing procedures
- ◆ Obtain information from the precinct index that is posted near the entrance
- ◆ Make notes and watch all procedures
- ◆ View all activities at the central counting site on Election Day
- ◆ View the canvass of the vote activities following the election
- ◆ View absentee and provisional ballot processing
- ◆ Ask questions of staff or voters at the polls
- ◆ Ask questions of supervisors at the central counting site

Observers are responsible for:

- ◆ Checking in at each site, whether polling place or central counting site
- ◆ Wearing an identification badge
- ◆ Maintaining a professional manner while observing the election processes
- ◆ Ensuring they do not interfere with the election process

Observers may not:

- ◆ Interfere in any way with the conduct of the election
- ◆ Touch any voting materials or equipment or sit at the official worktables
- ◆ Converse with voters (within 100 feet of the entrance to a polling place) regarding the casting of a vote, or speak to a voter regarding his or her qualifications to vote
- ◆ Display any election material or wear campaign badges, buttons or apparel
- ◆ Wear the uniform of a peace officer, a private guard, or security personnel
- ◆ Talk to central counting site workers while they are processing ballots
- ◆ Use the telephones, computers, or other polling place facilities at polling places or the central counting site
- ◆ Touch election personnel
- ◆ Eat or drink at the polls or the central counting site
- ◆ Assist in operations at any polling place



Election Observer Instructions

**General Election
November 2, 2010**

Please read these Election Observer Instructions. Observers who violate these instructions may be asked to leave the work area for the remainder of the day.

The California Election Code provides for the public, candidates, committees, and parties to observe ballot counting, vote-by-mail and provisional ballot verification.

Whenever possible, persons or groups wishing to observe should contact our office at least 24 hours in advance. To avoid disrupting any election process, the Registrar of Voters may limit the number of observers.

Observers must sign in with a Registrar of Voters staff and must wear election specific Election Observer badge for security purposes.

Observers may not disrupt the working environment of the Registrar of Voters staff and/or the Poll Workers and must:

- ◆ Keep all conversations to a minimum, at the lowest possible tone in order to not distract staff from their work
- ◆ Keep at arms length from the staff at all times and never touch a staff member
- ◆ While in the Election's office, all questions and concerns must be addressed to the Registrar of Voters, the Assistant Registrar of Voters or the Supervisor of the department

Radios, cameras, tape recorders, or recording devices of any type are not allowed.

Observers may not use cell phones inside the department. Please set the ring on silent or turn off the phone. Department phones are not for public use.

The Office of the Registrar of Voters and all polling places are strictly non-partisan. Please avoid partisan comments and discussions while in these areas.

Observers cannot touch any paper ballot or electronic ballot cartridge.

Observers cannot enter restricted areas within the election's office unless accompanied by an election official with appropriate security level.

Please read the Election Observer Panel Plan for more information.

Thank you for your interest and feel free to comment back to us after your experience.

Shasta County Clerk & Registrar of Voters
1643 Market Street, Redding, CA 96001
530-225-5730



Election Observer Activities

***General Election
November 2, 2010***

You are invited to be present during any of our election processes and procedures that are going on daily. If you would like to represent your organization as an election observer, please notify Cathy Darling Allen by e-mail at cdarling@co.shasta.ca.us or by phone at 530-225-5166.

Observers will be provided with the information they need to observe any or all of these activities. All of the following procedures will take place at the Elections Department: 1643 Market St., Redding, CA 96001, unless otherwise noted.

Detail of Activities

- *Vote-By-Mail Ballot Mailings* – Ballots were mailed the week of **October 4th** and will continue through **Tuesday, October 26th**. More than 330 ballots have already been mailed to our overseas and military voters. **Tuesday, October 12th** vote-by-mail ballots will start to be keyed in as received and signatures verified.
- *Logic and Accuracy Testing of the 400C Central Count Units* – This is scheduled to start **the week of October 4th**. Please call for exact times.
- *Vote-By-Mail Ballot Processing* – This begins **Friday, October 22nd** at 8 a.m. Elections Code §15101 allows election officials to begin processing Vote-by-Mail ballots 7 business days prior to the election. Activities include: opening ballot envelopes, removing ballots, duplicating damaged ballots, and preparing the ballots to be counted. **Monday, November 1st**, while the 400C is tabulating votes, no vote totals will be accessed or released to anyone, including election officials, until after the polls close at 8 p.m., **November 2nd**.
- *Election Day* – Enclosed is a list of polling sites that will be open from 7 a.m. to 8 p.m. on Election Day. Any person must be allowed to observe any procedure at the polls (except as to how one voted). Persons are permitted to observe voting but **MUST NOT INTERFERE** with the duties of the Elections Officers. They may not handle official ballots or intrude upon the voting process.
- *Election Night Procedures* – After the polls close, results from the Vote-by-Mail ballots that have been processed prior to 8 p.m. Election Day, will be released at the office. This information may also be obtained on our web site www.elections.co.shasta.ca.us. Officers who have worked the polls will bring their ballots from the polls to the County Clerk/Elections Department for the votes to be compiled. Ballots from the precincts will be tabulated at the central counting location and totals released periodically throughout the night. Semi-official election night results will be available in hardcopy form at the office and on our web site once all precinct ballots are processed.
- *Official Canvass of the vote* – This begins on **Thursday, November 4th**, which includes processing all remaining ballots, researching provisional ballots, auditing the polls, and conducting a 1% manual tally of all paper ballots.
- *Certified Statement of Vote* - Pursuant to Elections Code §15372, the elections official shall prepare a certified statement of the results of the election within 28 days of the election.

Polling Sites for November 2, 2010
General Election
Vote-By-Mail Ballot Return - Election Day Only

You will not have a polling site because there are fewer than 250 voters in your voting precinct.
 No postage is required to return your ballot.

Anderson Fire Station	1925 Howard St.....	Anderson
Anderson Veterans Hall	3210 W Center St.....	Anderson
Cloverdale Community Church.....	16350 Hawthorne Ave	Anderson
Cloverdale Fire Hall	16218 Cloverdale Rd	Anderson
Happy Valley Fire Hall	17441 Palm Ave.....	Anderson
Neighborhood Church of Anderson	4684 Rhonda Rd.....	Anderson
Seventh Day Adventist Church.....	2769 N Balls Ferry Rd.....	Anderson
St Michael's Episcopal Church	3001 Rupert Rd.....	Anderson
Verde Vale School/Room 1	19415 Jacqueline St	Anderson
True Life Church	11958 Deschutes Rd	Bella Vista
California Dept of Forestry/Johnson Park	37966 State Highway 299 E	Burney
Presbyterian Church	Corner of Main & Marquette	Burney
First Baptist Church	Corner of Brush & High Sts	Cottonwood
North Cottonwood School.....	19920 Gas Point Rd	Cottonwood
West Valley High School/Wrestling Room	3805 Happy Valley Rd	Cottonwood
Fall River Mills Veterans Hall.....	24843 Long St.....	Fall River Mills
French Gulch – Whiskeytown School.....	11442 Cline Gulch Rd.....	French Gulch
Hat Creek Community Church.....	18735 V N Ln	Hat Creek
Lions Club	20814 Mammoth Dr	Lakehead
Millville Elementary School	8570 Brookdale Rd	Millville
Oak Run Bible Church	13595 Althea Way.....	Oak Run
Junction Elementary School/Board Room	9087 Deschutes Rd	Palo Cedro
North Cow Creek School	10619 Swede Creek Rd.....	Palo Cedro
Palo Cedro Fire Hall.....	9418 Deschutes Rd	Palo Cedro
Alta Mesa Church of Christ/Annex behind	3504 Alta Mesa Dr	Redding
Alta Mesa School/Cafeteria	2301 Saturn Skyway	Redding
Bonnyview Baptist Church.....	2570 S Bonnyview Rd	Redding
Christian Life Center	710 Browning St.....	Redding
Enterprise School District Office	1155 Mistletoe Ln.....	Redding
Faith Assembly Church.....	8595 Airport Rd.....	Redding
First Christian Church	3590 Placer St	Redding
Grace Presbyterian Church	2095 El Verano St.....	Redding
Hilltop Estates Retirement Residence	451 Hilltop Dr	Redding
Jesus Name Apostolic Church	20651 Fig Tree Ln.....	Redding
Jones Valley Fire Station	14680 Ravine Rd	Redding
Juniper Academy/Room 17	375 Ellis St	Redding
Lassen View School/Gym-Cafeteria.....	705 Loma Vista Dr	Redding
Martin Luther King Memorial Center.....	1815 Sheridan St	Redding
Mistletoe School/Library.....	1225 Mistletoe Ln.....	Redding
Mount Calvary Lutheran Church.....	3961 Alta Mesa Dr	Redding
Mountain View Middle School/Library	675 Shasta View Dr	Redding

Neighborhood Church of Redding	777 Loma Vista Dr	Redding
New Day Church.....	5221 Cedars Rd.....	Redding
New Life Center/Fellowship Hall.....	10582 Old Oregon Trl	Redding
Oakdale Heights West	101 Quartz Hill Rd	Redding
Pacheco School.....	7430 Pacheco School Rd	Redding
Redding Christian Fellowship	2157 Victor Ave.....	Redding
Redding Family Masonic Center	195 Masonic Ave	Redding
Redding Fire Station #2	3491 Placer St	Redding
Redding Fire Station #3	4255 Westside Rd.....	Redding
Redding Fire Station #4	2605 S Bonnyview Rd	Redding
Redding Fire Station #5/Enter from School St	955 Hartnell Ave	Redding
Redding Fire Station #6	1695 Beltline Rd.....	Redding
Redding Fire Station #8	131 Churn Creek Rd.....	Redding
Redding School District Office/Training Room	5885 E Bonnyview Rd	Redding
River Oaks Retirement Residence	301 Hartnell Ave	Redding
Rocky Point Charter School/Gym	3500 Tamarack Dr	Redding
Sequoia Middle School/Performance Center	1805 Sequoia St	Redding
Seventh Day Adventist Church.....	2828 Eureka Way	Redding
Shasta Meadows School/Library	2825 Yana Ave	Redding
Sierra Oaks Senior Living	1520 Collyer Dr	Redding
Simpson University/Heritage Life Center/HC3	2211 College View Dr	Redding
St James Lutheran Church	2500 Shasta View Dr	Redding
St Joseph Church/Basement.....	2040 Walnut St	Redding
Sycamore School/Rm 6/ Westwood Manor	1926 Sycamore Dr.....	Redding
The Vineyard Clubhouse	1815 Vineyard Trl.....	Redding
Trinity Lutheran Church	2440 Hilltop Dr	Redding
Twin View Assembly of God Church	621 Twin View Blvd	Redding
Valley Christian Fellowship/Fellowship Hall	3180 Rancho Rd	Redding
Vineyard City Church	3276 Bechelli Ln	Redding
Westside Church of Redding	8780 Swasey Dr	Redding
Mountain Community Center	29775 State Hwy 299 E	Round Mtn
Shasta Union Elementary School	10446 Red Bluff Rd	Shasta
Church of Christ.....	Cor. Deer Creek/Vallecito ..	Shasta Lake
John Beaudet Senior Community Center.....	1525 Median Ave.....	Shasta Lake
Pine Grove Fire Station.....	5220 Akrich St.....	Shasta Lake
Shasta Lake Bible Fellowship Church	19200 Fellowship Way.....	Shasta Lake
Shasta Lake Fire Station	4126 Ashby Ct	Shasta Lake
Open Door Community Church	33883 State Highway 44....	Shingletown
Shingletown Volunteer Fire Dept	31990 State Highway 44...	Shingletown
Whitmore Volunteer Fire Dept	30480 Boggs Ln	Whitmore